Battelle Developmental Inventory 2nd edition

BDI-2 Data Examiners Manual

BDI-2 Data Manager™
Guide to Use for the South Dakota Birth-to-Five
Child Outcomes Measurement System

The Data Manager is a product of

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Introduction and Getting Started

The *Battelle Developmental Inventory™, 2nd Edition*, (BDI-2™) is an early childhood assessment instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

This manual is intended for users of the BDI-2 Data Manager in the South Dakota Birth-to-Five Child Outcomes Measurement System. Data collected will be used to report on Indicator 3 (Part C) and Indicator 7 (Part B) of the State Performance Plan. These indicators relate to outcomes for preschool children with disabilities. South Dakota is required to report on whether preschool children with disabilities are making progress in:

1. Social/emotional skills
2. Skills related to the acquisition and use of knowledge (to include communication and early literacy skills), and
3. The use of appropriate behaviors to meet their needs (adaptive skills).

Each user is assigned a login and password depending on the functions they need to perform and the data they are entitled to access.

Benefits

- New items based on the current best practices in early childhood standards
- Clear, comprehensive norms, sensitive to the rapid development of children
- Clear, comprehensive scripted Interview items with follow-up probes designed to provide complete information of the child's development
- Flexible administration allows for use by a team of professionals
- Expanded range of items in all domains to measure development from birth through 7.11 years
- CD-Rom and Web-based computer scoring options give a wide range of reports from which to choose
- *BDI-2 Spanish* version also available
- Ideal for universal screening in problem-solving models like Response to Intervention (RTI)

Technical Support

For technical assistance regarding use of the Data Manager, please use the following contact information:

E-mail: rpcsupport@hmhpub.com

Phone: 800.323.9540 ext 6070

Hours: Monday-Friday 8AM to 6PM CT

Logging on to BDI-2 Data Manager

1. Enter the following link in your internet browser: http://www.bdi2datamanager.com
2. Enter your **Login ID**
3. Enter your **Password**
4. Click **Login**

(To receive a login and password, please contact Elizabeth.Jehangiri@state.sd.us)

Searching for child records

Before adding a child record, first search for the child.
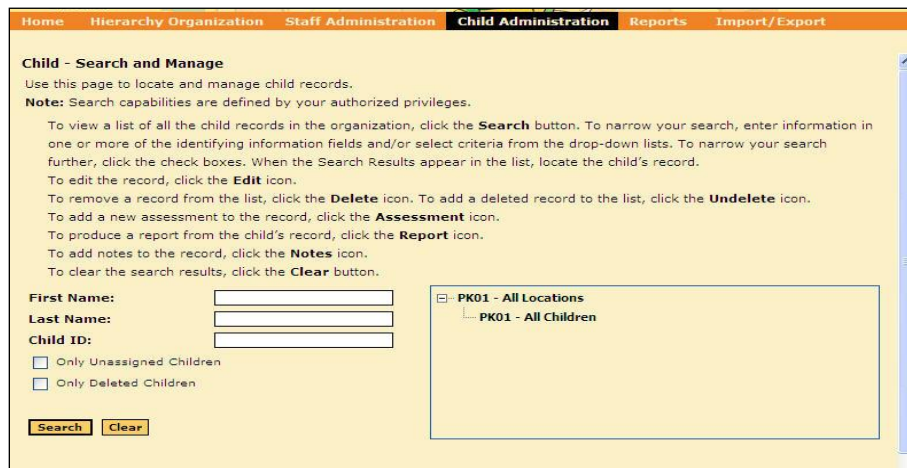
1. To locate a child's record, choose **Child Administration → Search Child**.

2. A) To see all children in your district or program, select the top level of the drop-down list in the blue box and click Search. **The ONLY records you will see are children whose assessment data were entered by your district or program.**

   OR

   B) Enter information in one or more of the identifying information fields and/or select criteria from the drop-down list.

3. If the child exists in the system, you can complete the following activities for that child:

Search Results:

Action Icons: Edit: [EDIT]   Delete: [X]   Undelete: [X]   Assessment: [TEST]   Report: [chart]   Head Start Notes: [notes]

Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Adams	Michelle	Female		N	South Dakota-School	09/04/2003	[EDIT] [X] [TEST] [chart] [notes]

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- Edit a child's identifying information (this can always be updated and/or changed)
- Delete a child's assessment (can undelete the assessment later, if necessary)
- Enter or change **assessment data**
- Create and view a **report**
- Enter test item notes

Special Notes:

1. Level of access permission determines children you can view.

   District Permission: Person can view all children assigned or not assigned to a classroom and children in all schools listed under the district.

   School Permission: Person can view all children assigned to specific schools.

   Classroom/Teacher Permission: Person can view children assigned to a specific classroom/teacher.
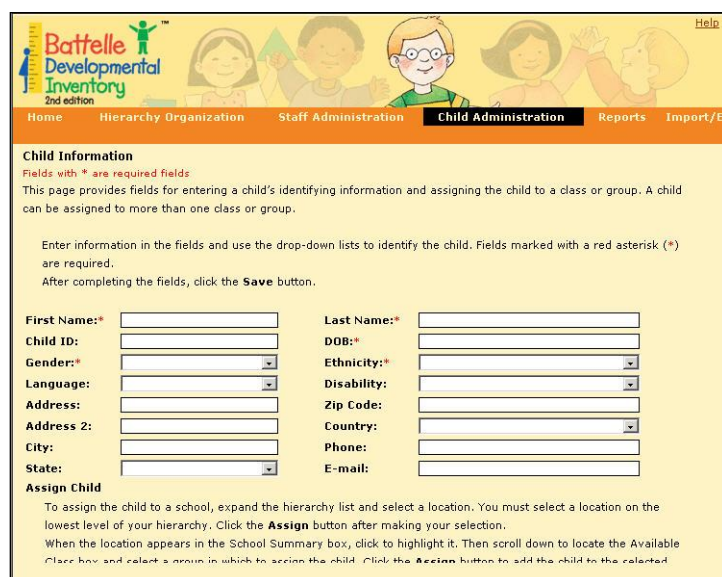
2. If you have entered a child but cannot locate when you do a search, please call Elizabeth Jehangiri (605)773-3678 prior to entering child information in the system again.

Adding child records

1. If a child is not found in the system after conducting a search, add the child's record by choosing **Child Administration ➡ Add Child**.

2. Fill in the required information (fields marked with a red asterisk). These include: First name, last name, child ID (SIMs # if available), DOB (must be entered as MM/DD/YYYY), gender, and ethnicity. The child's ethnicity must be entered using the menu provided.

3. Scroll down and select the name of the Local Program or School District to which the child will be assigned. The name will be highlighted. In some cases there may be more than one option to assign.

4. Next, Click **Assign**. In a couple of seconds, the name of the Program or District you selected will now show in the **School Summary**.

5. Select the Location until highlighted and Scroll down to the **Class/Teacher**. Click or select the classroom the child will be assigned to.

6. Next, click **Assign**. The group or class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group or class, and a description of the group or class is shown in the area entitled Class/Teacher Summary.
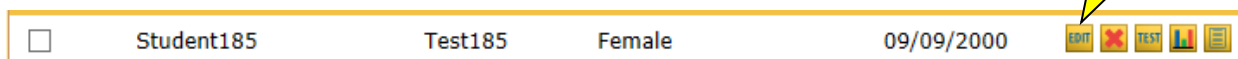
Special note: You must assign each child to an available School and Classroom!

7. Click **Save** to finish or click **Save & Add Another Child** if you want to add another child's record.

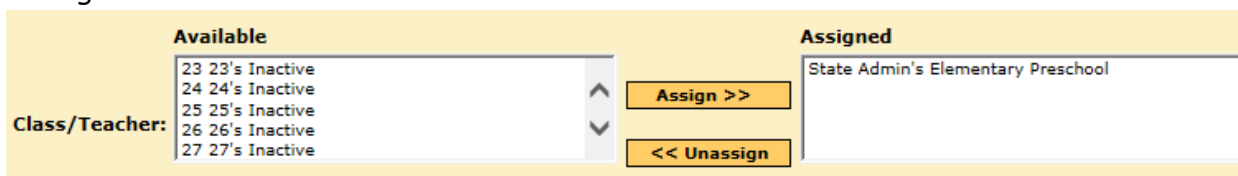## Moving a child to a different classroom or school within the district

1. Search for the child record.

2. Click on the "edit" icon

☐	Student185	Test185	Female	09/09/2000	EDIT ✖ TEST 📊 📋

3. Scroll down to class/teacher, select the classroom child is moving to, then select "assign."

Available

Assigned

Class/Teacher:
23 23's Inactive
24 24's Inactive
25 25's Inactive
26 26's Inactive
27 27's Inactive

Assign >>

<< Unassign

State Admin's Elementary Preschool

4. Select save at the bottom of the screen.

Special note: If a child has moved into your district from another SD district, please contact Elizabeth.Jehangiri@state.sd.us to have your district added to the child's list of districts.

Adding Assessment Data

After a child's record has been added, assessment data can be entered for the child.
Enter new assessment data for a selected child

1. **To add assessment data to a child's record, first search for the child.**

2. Click the **Assessment** icon (🔲) to add assessment data to a child's record.

3. If this is the first assessment on this child, you will receive the message that there are no assessments for the child. If the child has been assessed previously, you will see the date the assessment was administered, along with general information on which subtest data were entered.

Assessment(s) for Thomas Armstrong
Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.
To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.
To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.
Note: You cannot undo a merge after it has been completed.
To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.
To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

○ Complete Assessment ○ Screener ○ Deleted ⊙ All

There are no assessment(s) for this child

(This child has no assessment data in Data Manager as indicated by the message "There are no assessment(s) for this child" at the bottom). To enter assessment data, select either "**New Complete Assessment"** or "**New Screener."**

4. To continue an assessment that was started previously or view assessment scores, click on the date (under First Date) to open the record.

Merge Selection	First Date	Retest	Norm	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
☐	11/21/2014	-	BDI-2	Complete Assessment	-	-	-	-	-	-	Program Note	✖

This child has had assessment data entered previously (the Complete Assessment on November 21, 2014). To enter new assessment data, select either **New Complete Assessment** or **New Screener**.

5. Depending on which assessment was administered or is being administered to the child, select either **New Complete Assessment** or **New Screener.** (For this example, **New Complete Assessment** has been selected.) This assessment used the **old norms** so any new complete assessment must be scored using the same norms. If this child had no prior assessments, you would score using the **new norm BDI-2NU**.

6. Select **Item Details or Raw Scores**. This will depend on whether or not you have previously scored the assessment by hand. If you have not scored the assessment by hand you will need to select the item details tab. If you have already scored the assessment by hand you will need to select the raw score tab and manually enter the scores.

7. Select **BDI-2 Norms OR BDI-2 NU Norms**. **Note**: If the child was previously tested using the old norms you must continue using the old norms for any new assessments in order to be consistent. But, if this child has had no prior assessments, you would score using the new norm BDI-2NU.

8. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.

9. Enter the test date, evaluator and Raw score. Then select "save."

Entering the Program Note

1. Once the test has been completed you will need to save the information
2. After the assessment has been saved you will need to scroll back down and select the "back" button.
3. Next, select the bottom right tab labeled **"program note".**

This notifies the state of the district's "purpose of the testing" and helps track data. Districts must enter one of the following BDI-2 program notes for each child.

You may type the wording in program note 1 **or** use the program note 2 dropdown menus.

| Part B (Ages 3–5) Data Point Options	
Options	**Definitions**
Part B Entry	The assessment represents the child's status on ENTRY into the preschool Special Education program.
Part B Exit	The assessment represents the child's status on EXIT from the preschool Special Education program.
Transition	The child is aging out of Part C and determined eligible for Part B.
0: Ineligible OR Parents Decline	The child was determined **ineligible** for services and will not be receiving services through the preschool Special Education program - **OR** – The child is **eligible** and parents **decline services**.
1: Other—Not for Child Outcomes	The assessment was conducted for a purpose unrelated to providing entry or exit data for the South Dakota Child Outcomes Measurement Reporting. Example: The assessment was

	conducted as a part of ongoing progress monitoring.

Program notes must be entered exactly as stated above. No additional words or word variations will be accepted.

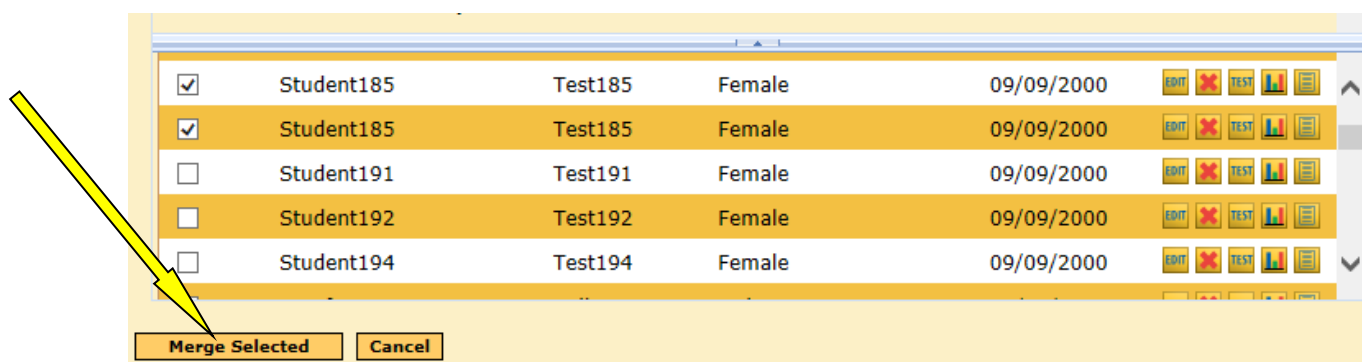## Merging duplicate child records

1. To merge a child's record you must go to "View Roster"

2. Select the classroom that the duplicate child records are in and a list of children in that classroom will appear below.
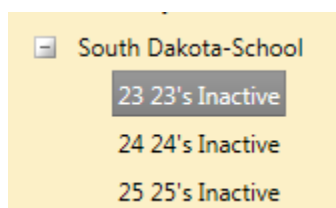
3. Select the two child records you want to merge (only two can be merged at a time) then select "merge selected."

4. You will be asked to select as the primary. The primary overwrites the secondary child's demographic information. All testing information will remain the same. Once you have chosen the primary you will enter your login password and select "Merge."

Merge Students

You are about to merge two students. Please select how you want to proceed.

Please select the primary student:

⦿ First Student: Test185 Student185 (9/9/2000)

◯ Second Student: Test185 Student185 (9/9/2000)

Please enter your password to confirm: [   ] [Merge] [Cancel]

Special Note: Date of Birth on both child records must match or the system will not allow a merge.

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